**POSITION NUMBER:** UP00020

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Student Worker I, Administrative Specialist I</th>
<th>College Work Study Position</th>
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</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Human Resources</td>
<td>PAY: 7.54 per/hr.</td>
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<td>CAMPUS:</td>
<td>LSC-University Park</td>
<td>HOURS: 10 - 15 per/wk.</td>
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**POSITION SUMMARY**

This position will provide support to the Human Resources Department. Duties to include: copying, filing, and scanning; complete new hire packets; answer phones; provide handouts and/or forms to customers; maintain and/or process records; data entry; send standardized department emails; and the ability to maintain confidentiality. May occasionally interact with a high volume of customers. Will work with and assist diverse groups.

**PRIMARY RESPONSIBILITIES**

1. Filing
2. Copying
3. Faxing
4. Answering phones, taking messages, redirecting calls
5. Scanning and/or shredding
6. Provide general information related to the department
7. Record maintenance, preparation and review of forms, data entry
8. Send standardized department emails
9. Provide handouts and/or forms to customers
10. Maintain and/or process records

**REQUIRED QUALIFICATIONS**

- High School Diploma or Equivalent
- 0-1 Year experience

**KNOWLEDGE SKILLS AND ABILITIES**

- Customer service
- Interpersonal skills
- Organizational skills
- Communication skills (written and/or oral)
- Working knowledge of general office procedures and practices
- Proficiency with one or more office software (Word, Excel, PowerPoint, Access)

**USE OF EQUIPMENT AND MACHINERY**

- Lift objects weighing up to 20 lbs.
- Standing for two or more hours
- Use small office equipment including copy machines or multi-line phone system
- Use computer for word processing